First Time Users:
1. Go to http://www.nwmissouri.edu/careerserv/
2. Click on the Hire A Bearcat, Student/Alumni Login link
3. Log in with your username (your Northwest ID, 919#) and password that was sent to you via email.
   a. Current students: if you have forgotten your password, you may click on the Forgot my password phrase, enter your 919# and another password will be generated and emailed to your Northwest email account.
   b. Other users: please refer to the Problems Logging In? button if you do not know your username/password.
4. Click on the profile tab within the top navigation bar.
   a. Complete required fields in the Personal Information and Academic Information tabs; click Save Changes And Continue.
   b. Privacy tab - read and check I Agree, select a date completed, click Save Changes And Continue.
   C. You will automatically be taken to documents from the navigation bar to upload your resume - click Add New, label your document, click browse to find your document, and select Submit.

Step 1: Searching for Interviews
- On the Home page select Campus Interviews I Qualify For or the “Mock” Interviews button on the right side of the page. If a position that you feel as though you should qualify for does not appear, contact Career Services for further assistance.
- Scroll down, and select the employer that interests you. Click on the job title. This will display the job description with details.

Step 2: Applying to Interviews
If you meet the requirements for an employer’s interview schedule, click on Apply and Interview button on the right side of the screen. From there, you will be able to:

- Open Schedules (Including “Mock” Interview Day):
  1. Select the resume that you uploaded from the drop-down menu.
  2. Then choose an available interview time.
  3. Click Submit. From the next screen, click on Applied or Interview Scheduled and the information about your scheduled interview will be displayed.

- Pre-Select Schedules:
  1. Select your resume (and other required application materials), and click Submit.
     a. You will be notified through email (through the NW email address provided in the profile section of Hire A Bearcat) regarding whether the employer has accepted or declined your request to interview.
     b. If accepted, you will need to return to Hire A Bearcat to select an available interview slot. You can do this by clicking the Pending Campus Interviews link on the Home tab and select the action area below the interview’s information (If you are NOT shown interview times, the schedule is full.)

Step 3: Research and Review
- Research the employer you have selected between now and the interview.
- Consider the types of interview questions that will be asked of you and prepare answers.
- Create a list of questions that you have for the employer.
- Select interview appropriate apparel.
- To review your interview details, select Home tab within Hire A Bearcat, then click on Scheduled Campus Interviews under the Land An Interview heading to see the company you will be interviewing with as well as the time and location of the interview (see image above).

Step 4: Day of the Event
- Upon arrival, verify your participation by signing in with Career Services. You will then be directed to your interview room.
- Arrive 10-15 minutes early for your interview.